

SIN 561990 Document Destruction Services

561990 Includes on-site and off-site destruction of classified, unclassified, or personal identifiable information. Types of documents include hard copy media, electronic media, and optical mass storage media. Destruction techniques may include, but are not limited to, shredding, pulverization, disintegration, and incineration.

Cooperative Purchasing: No
Set Aside: No
FSC/PSC Code : R799
Maximum Order : \$1,000,000

NAICS

Number	Description	Business Size
561990	All Other Support Services	\$12 million

Instructions:

NOTE: Destruction services include both on-site and off-site services of classified (e.g., confidential, secret and top secret), unclassified (example: phone list, floor plans, inter-office documents) and personal identifiable information (example: pay records, medical records, financial statements) of hard copy media (e.g., paper, folders, newspapers, catalogs, magazines, maps, envelopes, manuals, ID cards, microfilm, microfiche, photographs, photographic negatives, blue prints and technical drawings), electronic media (e.g., electro-magnetic tapes, hard drives, floppy disks, random access memory (RAM), read-only memory (ROM), erasable programmable read only memory (EPROM) and subscriber identity module (SIM), and optical mass storage media (e.g., CD/DVD, flash drives and holographic storage.) Destruction techniques may include but are not limited to all of the following: shredding, pulverization, disintegration, purging, pulping and incineration.

NOTE: CHART - LABOR RATES Labor Category, Government Discount, Commercial Rate Hourly/Daily On/site, Commercial Rate Hourly/Daily Off/site, Government Rate Hourly/Daily On/site, Government Rate Hourly/Daily Off/site IF THE OFFEROR'S COMMERCIAL PRACTICE IS TO PRICE THESE SERVICES ON A UNIT/QUANTITY BASIS, USE THE FOLLOWING FORMAT: Description, Government Unit/Quantity, Government Price, Commercial Unit/Quantity, Commercial Price, Government Discount %

I. PURPOSE The Multiple Award Schedule, Federal Supply Schedule Program is to provide Federal agencies with a customized plan for destroying government documents that is unique and cost effective to their needs.

II. SCOPE OF WORK The objective of this Performance Work Statement (PWS) is to describe the Government's requirement in soliciting contractor support for Destruction Services (DS). These services may be used on a non-mandatory basis by various Government agencies and activities. Ordering agencies may require these services to satisfy worldwide agency mission production requirements.

III. REQUIREMENTS a) The contractor is responsible for providing all resources including personnel, equipment, facilities, containers and transportation in performing all work requirements identified. Destruction service contractors shall have all access individuals (individuals who are employed by the contractor who have been vetted and granted access to classified customer material), non-access employees (employees who have not been vetted for access to classified customer material) and access non-employees (visitors, sub-contractors) sign a confidentiality agreement in place prior to gaining access to classified customer media. In addition all access individuals shall be subject to a screening process which includes a criminal background check, drug screening, previous employment verification and proof of U.S. citizenship in accordance with FAR clause 52.222-54. Contractors shall certify compliance with HIPAA, HI-TECH Act of 2009 and the Fair and Accurate Credit Transaction Act. Services specified in an order placed against this contract may be performed at the contractor's facilities (off-site) or the ordering agency's facilities (on-site). DS contractor will provide a convenient, safe and secure destruction of a variety of media. Note: Documents produced and submitted to the government must be printed/copied two-sided on 30% postconsumer fiber content paper in accordance with FAR clause 52.204-4.

1. Operational Security Requirements b) DS contractors shall have written policies and procedures in place to ensure secure handling and destruction of customer material that include provisions for collection, staging, transfer of custody, transport, access control, processing and disposal of destroyed material. c) All classified customer material shall be collected and transferred in lockable containers/bins/receptacles that prevent the unauthorized retrieval of the customer material. d) DS contractors shall have a walled/fenced restricted, secure space dedicated to media destruction. Appropriate physical security measures: (e.g., audio/visual alarm systems, lighting, door locks, closed-circuit television (CCTV), motion sensors and visitor logs) shall be in place to prevent

unauthorized access to restricted, secure space at all transfer processing locations. e) Customer material shall be destroyed within the time frame established by the ordering agency's policy and procedure. f) Contractor shall provide a certificate of destruction to the government agency at invoicing and/or according to the ordering agency's requirement, for both on-site and off-site material destruction. The certificate shall indicate the date of destruction, identify the material destroyed, method of destruction, and be signed by the individuals designated to destroy and witness the destruction. DS contractor officials shall be required to know, through their personal knowledge, that such material was destroyed. Contractor shall have the capability to produce an audit trail to be reviewed in accordance with the ordering agency's requirement.

IV. DESTRUCTION OF MATERIAL Destroyed material must be disposed in a manner that is in accordance with all local, state and federal environmental regulations. Whenever possible, unclassified shredded paper products and metal materials shall be recycled. Classified material collected in the United States shall be destroyed in the United States.

V. WITNESS OF DESTRUCTION 1. Classified Material: Destruction of classified material (TOP SECRET, SECRET and CONFIDENTIAL) shall be witnessed by authorized personnel who have a full understanding of their responsibilities, in accordance with the ordering agency's requirement. 2. Ordering agencies that choose to witness the destruction of its materials may notify the contractor of its intent to accompany the materials to the destruction facility.

VI. METHODS OF DESTRUCTION SERVICES The key for an organization in deciding how to manage material sanitization and destruction is to consider the information classification, then the material media type. Classification of information and disposal methods shall be made in accordance with the ordering agency's security policy and procedure. Note: The ordering agency will determine the classification and destruction method for Personal Identifiable Information (PII) material and identify such materials to the vendor. Sanitization: the process of clearing/purging all or part of a storage device so that the data contained therein is difficult or impossible to recover, as defined in the NIST Special Publication 800-88, Guidelines for Media Sanitization. Destruction: the physical destruction of media whereby they are rendered unusable and unrecoverable, as defined in the NIST Special Publication 800-88, Guidelines for Media Sanitization. NOTE: Destruction of classified material. Effective January 1, 2011, only equipment listed on an Evaluated Products List (EPL) issued by the National Security Agency (NSA) may be utilized to destroy classified information using any method covered by an EPL. However, equipment approved for use prior to January 1, 2011, and not found on an EPL, may be utilized for the destruction of classified information until December 31, 2016. Unless NSA determines otherwise, whenever an EPL is revised, equipment removed from an EPL may be utilized for the destruction of classified information up to six years from the date of its removal from an EPL. The Administrator of the GSA shall, to the maximum extent possible, coordinate supply schedules and otherwise seek to make equipment on an EPL available through the Federal Supply System.

Methods of destruction for the following:

1 Paper or printed Material shredding must render material unreadable by using a cross cut, pierce and tear, strip cut or pulverize, disintegrator, rotary cut or hammermill method. End product shred size must meet the following criteria:

- a) Unclassified -Cross Cut/Pierce and Tear: 3/4 inch width (max) x 2 1/2 inch length (max) -Strip Cut: 5/8 inch width (max) x length: Indefinite -Pulverize, Disintegrator or Hammermill: Screen size (max) 2-inch diameter holes -Pulping
- b) Classified -Shredding/Disintegration/ Pulverizing: National Security Agency (NSA) spec of 3/32 inches square, as per NSA Evaluated Products List (EPL). -Incineration: Material must be reduced to white ash.

2. Microforms: (eg., Microfilm, microfiche, photographs and photographic negative) Shredding must render material unreadable by using a destruction method. End product shred size must meet the following criteria:

- a) Unclassified -Shredding: 1/8 inch width (max) x 1/8 inch length (max)
- b) Classified -Shredding/Slicing/Disintegration: NSA spec of 3/32 inches square, as per NSA EPL. -Incineration: Material must be reduced to white ash. -Chemical Degradation: Bleach for film masters, acetone or methylene chloride for diazo reproductions.

3. Electronic storage media (e.g., electro-magnetic tapes, hard drives, floppy disks, random access memory (RAM), read-only memory (ROM), erasable programmable read only memory (EPROM) and subscriber identity module (SIM) shall be rendered unreadable and unusable by sanitization and/or destruction.